

Preparing your images for digital

These notes are guidelines only please follow the instruction provided for specific competitions.

In most cases Image size should be 1400 x 1050 pixels (for projection at SXGA) in .tif or .jpg format at maximum quality Images will be projected onto a black background
You should use 1024 x 768 pixels (for projection at XGA)

In Adobe Photoshop or Elements

1. Resize your image to 1400 x 1050 Pixels or (1024 x 768)

- a) FILE > OPEN click on your chosen file and click '**Open**'
Remember if you have done work in layers in Photoshop you should '**flatten**' your image before resizing: LAYER > FLATTEN
- b) IMAGE > MODE > RGB select '**Colour**' & '**8 Bits**'
(In Elements - if you are not prompted on opening, convert to 8 bits)
- c) IMAGE > IMAGE SIZE
(In Elements - IMAGE > RESIZE > IMAGE SIZE)
and tick the boxes - '**Constrain Proportions**' and '**Resample Image**'
un-tick the box '**Scale Styles**' and choose one of the '**Bicubic**' options
(if you are not sure then just select '**Bicubic**')
(Note: Older versions of Photoshop only have two boxes, tick both of these and carry on as above)
- d) Still in the image size palette, you require to set the Pixel Dimensions:
If a '**landscape**' (**horizontal image**) in '**Pixel Dimensions**' > WIDTH >
type 1400 or '1024' (the height will be automatically filled in)
or If a '**Portrait**' (**vertical image**) in '**Pixel Dimensions**' > HEIGHT > type
1050 or '768' (the width will be automatically filled in) and left mouse click '**OK**'

2. Resize your canvas to 1400 x 1050 Pixels or (1024 x 768)

- a) IMAGE > CANVAS SIZE
(In Elements - IMAGE > RESIZE > CANVAS SIZE)
Un-tick '**Relative**' box and set '**Canvas Extension Colour**' to 'Black'
Always set the width to 1400 or 1024 pixels the height will be automatically filled in
Click on centre box of '**Anchor**' and click '**OK**'

You will now have your image on a black background, a portrait image will be displayed with a black edge on either side of your image. Repeat the process for other images

3. How to set 'sRGB' as your colour space in Adobe Photoshop

With a full version of Adobe Photoshop open, and your image open go to

- a) EDIT > CONVERT TO PROFILE
- b) In '**Destination Space**' for Profile select '**sRGB IEC...**' which will be near the top and for '**Conversion Options**' choose engine '**Adobe (ACE)**' and Intent '**Relative Colorimetric**' leave '**Black Point..**' ticked and if the other two boxes are not greyed out '**Use Dither**' and '**Flatten Image**' also tick them and left mouse click '**OK**'

You can only do a basic conversion in Elements, you will not be able to do all of the above – you will find your settings in Edit → Colour Settings, and if the file you are opening does not have a profile you will get a message coming up, you can select sRGB here)

4. Save your image

- a) First create a '**New Folder**' then delete the text '**New Folder**' and type in your new folder name then press the '**Return/Enter**' key
- b) From the editor in Photoshop select File > '**Save as...**'
- c) Select your destination folder, type in your '**Image 'Filename**' – Your images must contain:- The **competition subject**, followed by _ and the **author's name**, followed by _ and then the **title** (maximum 15 character with no spaces)
Example - **Open_JBloggs_PrintTitle.jpg**
You may capitalise the authors name and title but please leave no spaces.
select '**tif**' or '**jpg**' from the '**format**' drop down list click > SAVE.
- d) You can now continue to do your remaining images following steps b) to d) and place them in the folder you created at step a). After you have done all the images you wish to submit, you are ready to close Photoshop and write your files to CD, DVD or USB Memory Stick

5. To write your files to a CD Using WINDOWS

- a) Locate the folder containing the files you wish to copy open it and select the files you wish to copy
- b) Left click on '**Copy to CD**' You may see a reference to '**Thumbs**' just click YES
- c) A balloon will appear in the bottom right of the screen '**You have files waiting to be written to a CD**' Click on the balloon and a window will appear containing the chosen folder.
- d) Select the files you wish to copy to CD and then click on '**Write these files to CD**' This will open the CD writing wizard, type in a name for your CD and click on next
- e) You will be prompted to put a blank disc in the drive, WINDOWS will then write the files to the CD. The CD will be ejected automatically when writing is complete. Click '**Finish**' to exit.
- g) If you wish to check the contents of the new CD put it back in the drive and it will auto load. Click on the folder or files you have just copied and you can view the files.

6. To write your files to a USB Memory Stick

- a) Insert your memory stick into a spare USB port, a window will appear as 'Removable Disk (J)' or next available drive letter
- b) Locate the folder containing the files you wish to copy and open it.
- c) Select the files you wish to copy
- d) Right click the mouse and select 'Copy'
- e) Select the 'removable Disk (J)' window, right click the mouse and select 'Paste'
- f) Your files will now be copied to your USB Memory Stick and displayed in the window
If you wish to see a Thumbnail of them select '**View**' > '**Thumbnails**'
- g) Click on the '**Safely Remove Hardware**' icon at the bottom left of the screen and select '**Safely Remove Mass Storage Device (J)**' or what ever drive letter was used
A balloon will appear with '**Safe to Remove Hardware**'
- h) Remove the USB Memory Stick from the USB port